



The Restoration Initiative for Culture and Community

JOB DESCRIPTION: Fleurish Printing Technician Assistant

SUPERVISOR'S TITLE: Fleurish Printing Director

EXEMPT/NON-EXEMPT: Non-Exempt

WORK SCHEDULE: Part Time up to 20 hours per week

COMPENSATION: \$9 /hr + Depending on Experience

SUMMARY OF POSITION RESPONSIBILITIES: This position may require the employee to perform all, but not limited to, the tasks listed below.

This position is responsible for assisting in the process of production as well as other tasks related to the printing of shirts or other textiles. This will include managing the quality assurance of printed materials, organizing shirts for printing and shipping, and performing maintenance on shop equipment and facilities. The employee will also be required to participate in meetings with a social worker and other team members to engage in conversations concerning their goals as well as pathways to achieving them. Employee must have great communication skills and strong attention to detail.

ESSENTIAL DUTIES INCLUDE:

1. Assist Lead Screen Printing Technician - Work under the direction of the lead screen printing technician to:
 - a. Press prep and teardown
 - i. Coat, dry and develop screens
 - ii. Assist in press alignment and registration
 - iii. Clean press and screens in preparation for the upcoming jobs
 - b. Printing
 - i. Load shirts on press, ensuring shirt is smooth and correctly positioned.
 - ii. Print shirts on press.
 - c. Quality Assurance & Organization
 - i. Employee is in charge of checking product for defects and potential problems.
 - ii. Communicate any issues to printing technician or manager.
 - iii. Prep shirts for printing. This includes counting blank shirts inventory and size running.
 - iv. Package shirts for shipping.



2. The “Playbook” - The Playbook is our way of assisting employees in their own personal growth.
 - a. Attend any meetings with Team Captain, Team Huddle, as well as any other Coaches that are on the Team.
 - b. Contribute to conversations involving personal financial, physical, emotional, or spiritual goals.
 - c. Collaborate with team members to find solutions to personal issues, set personal goals, and celebrate their achievement.
 - d. Engage in learning opportunities and portfolio-building projects.
3. Other Responsibilities
 - a. Show up to workplace on time and ready to work.
 - b. Complete any maintenance and clean shop as requested by supervisor.

LEVEL OF EDUCATION/TRAINING/QUALIFICATIONS:

Must be 16 years of age or older.

No GED required. An interest in graphic design, fashion, or business is preferred.

PHYSICAL DEMANDS: Regularly walk, stand, stoop; lift, carry, push or otherwise move objects weighing up to 40 pounds.

Employee Signature

Date

Fleurish Printing Director Signature

Date
